

City of Reno Commercial Buildings Energy Efficiency How-To Guide 2020

A guide to completing an energy and water benchmarking submission
in Portfolio Manager

Reno Ordinance information and resources are available at

<https://www.reno.gov/community/sustainability/energy-and-water-efficiency>

The Ordinance text is available at

https://library.municode.com/nv/reno/codes/administrative_code?nodeId=PT2READCO_TIT14_BUCO_CH14.30ENWAEFPR_S14.30.011PETA

For questions on Reno's ordinance, contact reenergize@reno.gov or (775) 334-2067.

Portfolio Manager help, training webinars, and office hours are available, at

<https://portfoliomanager.energystar.gov/pm/help>

Reporting Checklist

- ☐ 1. Collect data on water use and all types of energy used by the building
- ☐ 2. Create an account in EPA's Portfolio Manager
- ☐ 3. Add your property to your account
- ☐ 4. Enter the size and details of the building's uses
- ☐ 5. Set up your energy and water meters in Portfolio Manager with the correct units
- ☐ 6. Enter your energy and water use data
- ☐ 7. Run a data quality check
- ☐ 8. Add any contextual information
- ☐ 9. Add your Reno Building ID, which is the Washoe County Assessor's Parcel Number
- ☐ 10. Generate and submit your energy and water report

Table of Contents

Introduction	3
What Is Benchmarking?	3
Which Buildings Are Required to Benchmark?	3
Support.....	6
Get Started.....	6
Benchmarking Your Building:.....	7
1. Collect the Basics.....	7
2. Register for a New Portfolio Manager User Account.....	9
3. Add a New Property to Portfolio Manager	11
4. Input Utility Data for a Property	15
4a: Manual Data Entry	17
4b: Upload Data from Spreadsheet	18
5. Set Baselines and Targets.....	20
6. Reporting: Sending a Benchmarking Submission.....	22
7. Engaging Your Reporting Data: View Results and Track Progress	28
8. Frequently Asked Questions	33
General Questions	33
Special Issues	33
9. Additional Resources.....	36

Introduction

In 2015, the City of Reno committed to take action to reduce greenhouse gas emissions 28 percent by 2025 and 40 percent by 2030 to combat climate change and move to a low-emission, resilient society. To help achieve these goals, Reno amended [Title 14: Building and Construction of Administrative Code](#) to include the Energy and Water Efficiency Program, which establishes a citywide benchmarking ordinance, along with building performance targets and compliance pathways. Buildings are by far the city's largest consumers of energy and other resources, generating 66 percent of the city's greenhouse gas emissions. Therefore, improved building performance is essential for meeting the city's conservation goals.

Benchmarking is a basic first step toward improving energy and water efficiency in building. Under the ordinance, all buildings (residential and non-residential) over 30,000 square feet will eventually be required to benchmark energy and water performance, report performance information to the city, and to meet performance improvements as needed in order to meet targets.

By collecting benchmarking data on buildings and setting performance standards, the City of Reno will raise awareness of energy performance through data transparency, with the objective of unlocking energy and cost savings opportunities for businesses. It will also provide property owners with an opportunity to see how they can increase the value of their assets by pursuing energy-efficiency improvements. The ordinance was crafted with an eye toward solidifying Reno's status as a leader in supporting sustainable economic development, reducing greenhouse gas emissions, and improving public health outcomes through better indoor air quality and other benefits of better building performance and operations.

What Is Benchmarking?

Benchmarking is defined as the process of evaluating or comparing against a known standard. In the context of building efficiency, this means tracking utility consumption and comparing that building's performance against buildings of similar size, type, and use. Data is collected and used to establish a baseline, which enables evaluation of the building's energy usage, comparisons between buildings, and identifying potential savings.

Which Buildings Are Required to Benchmark?

The City of Reno's initiative is mandatory for the following properties:

- Covered city properties that exceed 10,000 square feet Gross Floor Area for which the City regularly pays annual energy and/or water bills and all fire stations.
- Covered local agency properties that are owned by a local agency of the state, political subdivision of the state, or other public entity that exceed 30,000 square feet Gross Floor Area for which the local agency pays annual energy and/or water bills.
- Covered public or private properties that exceed 30,000 square feet Gross Floor Area.

The building owner is responsible for reporting utility data. Non-residential tenants must, if asked, supply necessary information to the owner or association. Gross floor area is determined per the Square footage listed in Washoe County Assessor's Property Data records at <https://www.washoecounty.us/assessor/cama/index.php>

Assessor's Office

Home » Assessor » Real Property Assessment Data



Real Property Assessment Data

Omit Closed Parcels ☐

1 e



Search By All ☒ APN ☐ Owner ☐ Address ☐ NBC ☐

Parcel Map Map Index WRMS Flood Plain TAX

< 011-062-20 > +

WASHOE COUNTY ASSESSOR PROPERTY DATA

4/13/2020

Owner Information			Building Information			XFOB	SUBAREA
APN	011-062-20	Card 1 of 1	Bld #1 Situs	1 E 1ST ST	Property Name		
Situs 1	1 E 1ST ST RENO NV 89501	Bld # 1	Quality	C25 Commercial 2.5 (Above Average)	Building Type	Office Building	
Owner 1	RENO CITY OF		Stories	15	2nd Occupancy	BASEMENT FINISHED - COMMERCIAL	
Mail Address	C/O PROPERTY MANAGEMENT PO BOX 1900 RENO NV 89505		Year Built	1963	WAY	1974	
Parcel Info & Legal Description Keyline Desc RENO TOWNSITE LT 1, 2 & FRAC LT 3 BLK W Subdivision RENO TOWNSITE Section Township 19 Range 19 Record of Survey Map : Parcel Map# : Sub Map# 94 Special Property Code 020			Bedrooms	0	Square Feet	135887	
			Full Baths	0	Finished Bsmt	13860	
			Half Baths	0	Unfin Bsmt	0	
			Fixtures	0	Basement Type	FINISHED - COMMERCIAL	
			Fireplaces	0	Gar Conv Sq Feet	0	
			Heat Type	HOT/CHILL WATER	Total Garage Area	0	

Buildings will be required to report utility data on the following schedule:

COVERED PROPERTY	FIRST REPORTING DATE	FIRST CALENDAR YEAR DATA REPORTED	SUBSEQUENT ANNUAL REPORTING DUE DATE
Mandatory city properties \geq 10k sq. ft.	Apr 1, 2019	2018	April 1
Agency Properties and Private sector properties \geq 100k sq. ft.	Apr. 1, 2020*	2019	April 1
*Please note that the first reporting date for properties \geq 100k sq. ft has been changed from April 1, 2020 to July 1, 2020. The subsequent annual reporting due date remains unchanged.			
Agency Properties and Private sector properties \geq 50k sq. ft.	Apr. 1, 2021	2020	April 1
Agency Properties and Private sector properties \geq 30k sq. ft.	Apr. 1, 2022	2021	April 1

In addition to utility data submission, additional performance goal verification reporting will be required beginning in April 2026. Buildings will be required to submit performance goal verification documentation every 7 years to demonstrate achievement of the performance targets defined under [section 14.30.011](#), or has completed any of the efficiency actions defined under [section 14.30.012](#). Buildings will be required to report on the following schedule:

Covered Property	First Reporting Date
Mandatory City properties \geq 10k sq. ft.	2026 and every seven years there-after
Agency Properties and Private sector properties \geq 100k sq. ft.	2028 and every seven years there-after
Agency Properties and Private sector properties \geq 50k sq. ft.	2029 and every seven years there-after
Agency Properties and Private sector properties \geq 30k sq. ft.	2032 and every seven years there-after

Performance reporting requirements, targets, exemptions, and all additional provisions can be found in [Chapter 14.30](#) of the Reno Administrative Code.

Support

For resources, guidance, and additional information, visit <https://www.reno.gov/community/sustainability/energy-and-water-efficiency>. For assistance in using Portfolio Manager, visit www.energystar.gov/buildings/training. Questions about complying with the ordinance can be directed to reenergize@reno.gov or (775) 334-2067.

Get Started

Use this guide's instructions to complete your building's energy report.

Benchmarking Your Building:

1. Collect the Basics

1.1 A number of data points will need to be collected for any building to benchmark with Portfolio Manager.

These include:

- a. Main Purpose (the main use of the property)
- b. Year built
- c. Gross Floor Area
- d. Occupancy (%)
- e. Operating Hours and Irrigation Area, if applicable
- f. At least a year of monthly energy bill data for the property

Collecting a year of monthly energy bills for electricity can be done electronically and may ease the overall benchmarking process. Building owners are responsible for collecting and inputting all data needed to benchmark the entire property. Many buildings will be able to retrieve electric utility data from NVEnergy. Electronic data retrieval when possible is recommended to setup a Portfolio Manager account for the first time or maintain accounts for multiple properties. Critical data points building owners will need are whole building electricity consumption by month for the last 13 months and gross floor area of the building.

Whole-building data can be compiled by:

- Reading a master meter.
- Collecting data from all tenants. If a building has several separately metered tenants, retrieving this data from the electric utility may require tenant authorization.
- Obtaining aggregated whole-building data from a utility company. For large buildings with several separately metered tenants, NVEnergy provides aggregated account data for the whole building. The data is not split out by individual tenants or meter numbers. The building owner or agent needs to submit an executed [Aggregated Account Data Request](#) form annually to NVEnergy, or as necessary. The form must include Owner/Agent name, address, number of units/tenants/meters, reporting timeframe, and contact email. See the following for an example.



Aggregated Account Data Request Form

_____ (hereinafter "Building Owner") has agreed to participate in building benchmarking for the energy efficiency challenge for large buildings. The challenge encourages owners and managers of buildings above 25,000 square feet to benchmark and report annual energy and water use. NV Energy agrees to provide aggregated consumption data as requested below for Energy Star Certification or other similar program certification upon receipt of an executed Aggregated Account Request Form. The Building Owner or Agent shall submit an executed request form for aggregated building data annually or as necessary. NV Energy is willing to provide such assistance, subject to the following conditions:

- 1) NV Energy will not provide data identifiable to any specific NV Energy customer in the building as part of the standard reporting. The report will be delivered at the whole building level and not segregated by individual tenants or meter numbers.
- 2) The information is provided "As Is." While NV Energy will endeavor to provide accurate data based on the information provided, it makes no representations or warranties that the data will be error-free or complete.
- 3) If an Agent Company is identified below, Building Owner hereby authorizes NV Energy to provide the necessary information for all Building Owner accounts to the Agent Company.
- 4) Building Owner shall indemnify, defend and hold harmless NV Energy and its officers, employees and agents from all claims, liabilities and damages incurred by NV Energy as a result of the assistance it provides under this agreement, except to the extent caused by the gross negligence or willful misconduct of NV Energy.
- 5) Incomplete or inaccurate request forms cannot be processed. If these terms and conditions are acceptable to Building Owner, please complete the necessary information below and return the fully executed form with all necessary attachments to NV Energy at ALaRosa@nvenergy.com

Building Owner: _____

Building Street Address: _____

Building City: _____ State: _____ Zip Code: _____

Number of Units/Tenants/Meters: _____

Agent Company: _____ Agent Name: _____

Agent Address, City, State, Zip Code: _____

Agent/Owner Phone Number: _____ Agent/Owner Email: _____

Report Timeframe: From (mm/yy): _____ To (mm/yy): _____

Report to be sent to (provide email address): _____

This request form and any applicable attachments referenced herein constitute the entire agreement of the parties with regard to the subject matter of this agreement, and may not be amended except in a writing signed by both parties.

Signature of Building Owner or its Authorized Agent: _____

Print Name: _____ Title: _____ Date: _____

2. Register for a New Portfolio Manager User Account

2.1 Register for an ENERGY STAR Portfolio Manager user account via the following link:

<https://portfoliomanager.energystar.gov/pm/signup>.

2.2 Create an account and enter user details. Note: Due to likelihood of staff turnover at properties, participants are encouraged to create generic building accounts instead of persona individual accounts (ex. Username is RenoCityHall instead of JaneSmith). This simplifies account login transfers to new property owners or staff when turnovers occur.

Create an Account

Already have an account? [Sign In Here](#)

Accessing Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password:

Selecting a Username

You cannot change your username, so choose wisely. For organizations with multiple properties, we recommend you create a "corporate" account which "owns" all of the properties and have an administrator share properties with employees' individual accounts as necessary.

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

Note: We never share your email address with third parties.

Phone:

Country:

Language:

Reporting Units: ☒ Conventional EPA Units (e.g., kBtu/ft²) ☐ Metric Units (e.g., GJ/m²)

Street Address:

City/Municipality:

State/Province:

Postal Code:

First & Last Name for Organizations

If you are creating a corporate account, you can enter your organization's name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division

2.3 Enter organization name and set preferences for web services. Answer “No” to question 3. Set preferences for searchability by other Portfolio Manager users, confirm your identity, and click **Create My Account**.

About Your Organization

Organization Name:

Primary Business or Service of Your Organization:

Is your organization an ENERGY STAR Partner?
☐ Yes
☒ No

Primary Business or Service

If you have more than one "primary business," just pick the best option. Portfolio Manager will determine your category for a score based on the information, like square footage, that you enter for each of your property uses.

Do you want your Account Name to be searchable by other Portfolio Manager users?

Do you want your Account Name to be searchable by other Portfolio Manager users? You must select "Yes" if you want to connect with other users to allow automatic upload of utility data or to share properties.

☒ Yes
☐ No


Connecting with Others in Portfolio Manager

You can connect with other people in Portfolio Manager to easily share information. Your account must be searchable in order for others to send you a connection request.

Confirm Your Identity

Please confirm that you are a human

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

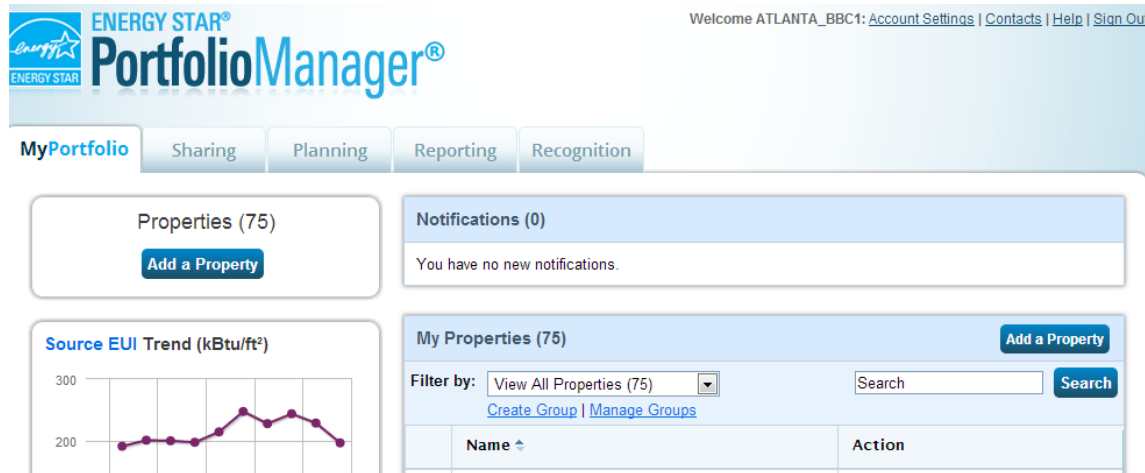
Create My Account

Cancel

10

3. Add a New Property to Portfolio Manager


3.1 Click Add a Property on the MyPortfolio tab.



3.2 Answer questions about your property type, buildings, and construction status and then click **Get Started!** If you are benchmarking for a campus of buildings, click the blue **Campus Guidance** hyperlink in section 2, and use that document to guide you through the rest of your account setup.

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!



Your Property Type


We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).



Your Property's Buildings

How many physical buildings do you consider part of your property?

☐ **None:** My property is part of a building


☐ **One:** My property is a single building

☐ **More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.



Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started! [Cancel](#)

- 3.3 Enter basic property information and select the boxes next to the statements that apply to your property. Then click Continue. If you mark any data as temporary, make sure you look up the exact values and edit that information before submitting any data submissions.

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: * --- Select ---

Street Address: *

City/Municipality: *

State/Province: * --- Select ---

Postal Code: *

Year Built: *

Gross Floor Area: * Sq. Ft. ☐ Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** [Details on what to include.](#)

Irrigated Area: Sq. Ft.

Occupancy: * Select %

Property Photo (optional): No file selected.
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.



Tip

The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.



Do any of these apply?

- ☐ My property's energy consumption includes [parking](#) areas
- ☐ My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- ☐ My property has one or more retail stores ([that are eligible for a Retail score](#))
- ☐ My property has one or more restaurants/cafeterias

Back

Continue

[Cancel](#)

- 3.4 Select the space-use types that are applicable to your facility. By default, the gross floor area entered on the previous screen will be used for the primary space-use type. This value will need to be adjusted, if your facility contains more than one space-use type.

Set up a Property: How is it used?

Based on what you've told us so far, Portfolio Manager has set up your property. Fill in the tables below to provide more detailed information on how your property is used.

[Basic Information](#)

Name:	Reno City Hall	Country:	US
Property Type:	Office	Address:	1 East 1st Street Reno, NV 89501 Map It
Year Built:	1963		
Property consists of:	1 building		

Edit

▼ Building Use [Edit Name](#)

✓ Add Another Type of Use

Banking/Financial Services

Bank Branch

Financial Office

Education


- 3.5 Enter space attribute details such as gross floor area, operating hours, and number of workers for each type of use. You can use default or temporary values at this time and enter more accurate data later. Hover over any items in [blue text](#) to see a brief definition of the term.

3.6 Click **Add Property**. When you have successfully added your property, you will see the property's **Summary Tab**.

14

4. Input Utility Data for a Property

4.1 From the Summary page, **click on the Energy tab** and then click **Add A Meter**.




Reno City Hall

1 East 1st Street, Reno, NV 89501 | [Map It](#)

Portfolio Manager Property ID: 9613495

Year Built: 1963

[Edit](#)



Not eligible to apply for
ENERGY STAR Certification

[Change Metric](#)

Weather Normalized
Source EUI (kBtu/ft²) Why not score?

Current: [N/A](#)

Baseline: [N/A](#)

SummaryDetailsEnergyWaterWaste & MaterialsGoalsDesign

Meter Summary

0 Energy Meters Total

In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).


For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

[Add A Meter](#)

4.2 Select the sources of your property's energy usage, identify the number of meters, and then click **Get Started!**

Get Started Setting Up Meters for Reno City Hall

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

☐ Electric

☐ Natural Gas

☐ Propane

☐ Fuel Oil (No. 2)

☐ Diesel

☐ District Steam

☐ District Hot Water

☐ District Chilled Water

☐ Fuel Oil (No. 4)

☐ Fuel Oil (No. 5 and No. 6)

☐ Coal (anthracite)

☐ Coal (bituminous)


☐ Coke

☐ Wood


☐ Kerosene

☐ Fuel Oil (No. 1)


☐ Other:

**Tracking Energy**

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

**Two Meters Needed for Onsite Solar/Wind**

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

**Automate Your Meter Entries**

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

[Get Started!](#)

[Cancel](#)

- 4.3 For each utility meter, click anywhere on the row to open the editable boxes, assign a recognizable name, confirm the utility type, and select the appropriate units for consumption (i.e. kWh for electricity, therms for natural gas, or other unit that is used on your bill). Enter a **Date Meter became Active** that corresponds to the earliest bill entry that you would like to enter for the selected meter.

In naming meters (if there are more than one), it may be helpful to include the actual account or meter number or another descriptor that will enable you to identify it later. This is especially useful when transferring maintenance of the accounts to another person.

If the selected meter is no longer in use, click the checkbox under **In Use?** and enter the last meter read date under **Date Meter Became Inactive**. For all meters that are presently in use, the **Date Meter Became Inactive** field should be ignored, and will be grayed out if the **In Use** box is checked.

Some fuel types, such as fuel oil or propane, are typically delivered to a building rather than metered from a pipeline. The default option for these fuel types is to **Enter as Delivery**. For most utility types, the **Enter as Delivery?** field should be ignored.

If you would like to add additional meters (not bill entries), then click **Add Another Entry** and fill in the requisite information. Note that all meters do not need to be setup at once, and you can always add additional meters later. *If this is your first time, it is highly recommended that you setup only one meter.*

To delete a meter, click the checkbox next to the meter name and choose **Delete Selected Entries**.

Click **Continue** after the details of the meter(s) have been completed to enter monthly bills.

About Your Meters for Reno City Hall

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

2 Energy Meters for Reno City Hall (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	C
<input type="checkbox"/>	Electric Grid Met	Electric - Grid		MWh (million W	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Electric Solar Meter	Electric - Solar				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

 [Delete Selected Entries](#)
 [Add Another Entry](#)

[Back](#)

[Create Meters](#)

[Cancel](#)

- 4.4 There are two options for inputting utility data: a) manual data entry or b) upload data from spreadsheet. Instructions for each option are detailed below.

4a: Manual Data Entry

Manually enter data for each billing period. This method works best if you are inputting data from physical copies of bills, inputting only a few bills, or making corrections to previous entries.

Enter the first month of the bills for the meter. Click **Add Another Entry** to add a new row/bill. Add a new entry and input data until all bills have been entered for the selected meter. The **Estimation** field should be ignored.

Bill Entry Input Tips

- a) Ensure that the correct units are applied to the bill entries. Return to the prior step to change the energy/water consumption units, if necessary.
- b) The billing period (i.e. duration between **Start Date** and **End Date**) cannot exceed 65 days.
- c) Bills can be entered in any order: ascending, descending, or random. If a bill is accidentally omitted, then you can input the missing bill as the last entry instead of repeating all bill entries.
- d) Inputting cost information is strongly recommended because it enables Portfolio Manager to quantify the cost savings from your efforts.
- e) Green Power, Demand, and Demand Cost fields (electricity only) should be ignored.

Your Meter Entries for Reno City Hall

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

2 Energy Meter(s) for Reno City Hall

▼ Electric Grid Meter

	Start Date	End Date	Usage MWh (million Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

✖ Delete Selected Entries

+ Add Another Entry

📖 Learn how to copy/paste

Upload data in bulk for this meter:

?

You can use the single-meter spreadsheet to either:
"Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)).
Use this single-meter [spreadsheet template](#).

Browse...

No file selected.

Upload

▶ Electric Solar Meter

Continue

Cancel

4b: Upload Data from Spreadsheet

Use the **single-meter spreadsheet template** to create a single-meter spreadsheet with bulk data for the meter. You can access this template by clicking the blue hyperlink that says “Spreadsheet Template” right above the Browse button as shown in the below picture. A different template file is used for energy generated onsite (e.g. solar or wind). Additionally, please note that a different template file is generated depending on what utility you are currently entering (i.e. if you’re entering data for a natural gas meter, a natural gas template will export.) Click the **Upload** button and **Browse** for the completed template file stored on your computer. After the file has been selected, the name of the file will appear to the right of the Browse button. Click the **Upload** button to input the template data into the meter entry fields.

Upload Tips

- Fill out all fields in each row in the upload spreadsheet in the same number format as the template (e.g. cost of 630; not \$630).
- Input “No” for each entry in the **Estimation** field.
- Do not paste or enter formulas into the upload spreadsheet. Copy data from another spreadsheet or source, then right click and choose “Paste Special” then select “Values Only”.
- Save the spreadsheet file in Excel format with a file extension of “.xls”.
- Make sure all dates are entered in the DD/MM/YYYY format.

Your Meter Entries for Reno City Hall

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

2 Energy Meter(s) for Reno City Hall

▼ Electric Grid Meter

	Start Date	End Date	Usage MWh (million Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

✖ Delete Selected Entries

+ Add Another Entry

📖 Learn how to copy/paste

Upload data in bulk for this meter:

📘 You can use the single-meter spreadsheet to either:
"Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)).
Use this single-meter [spreadsheet template](#).

Browse...

MeterConsumptionDataSpreadsheet_metered_gridPurchase_en.xlsx

Upload

▶ Electric Solar Meter

Continue

Cancel

4.5 Many errors, such as duplicate bill entries, will be flagged as errors by Portfolio Manager. However, it is still easy to make small mistakes (e.g., add an extra zero) that have a large impact on your data. Be sure to review all bill entries before you click the **Continue** button.

4.6 Select the boxes of the meters that total your property's energy or water use on the Meters to Add to Total Consumption page. Click **Apply Selections**.

Metering Configuration Tips

- a) Utilities that are submetered from a main utility meter should not be included in the energy metrics for the property, if the consumption for the main meter has been inputted separately. For example, cooling tower make-up water should not be included in the water-use metrics for the property if it is submetered from the main meter.
- b) Energy or water generated onsite, if applicable.


Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [Reno City Hall](#) so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the **total** energy consumption for [Reno City Hall](#) (a single building).

 **About Sub-meters**

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity).
[Learn More about configuring meters for performance metrics.](#)

.....

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 71734843	Electric - Grid
<input checked="" type="checkbox"/>	Electric Solar Meter 71734844	Electric - Solar

Total of 2 meter(s). Tell us what this represents:

- ☒ These meter(s) account for the total energy consumption for [Reno City Hall](#) (a single building).
- ☐ These meter(s) do not account for the total energy consumption for [Reno City Hall](#) (a single building).


Apply Selections

[Cancel](#)

5. Set Baselines and Targets

Establishing a baseline and setting targets for improvement is a way to drive savings and to motivate all members of a building's community to participate in achieving improved building performance. Performance targets for the [City of Reno Ordinance can be found in Sec. 14.30.011.](#)

- 5.1 Select your property from the **My Properties** list and click on the **Goals Tab**. The Current Baselines and Targets for your property will be displayed in the **Baselines & Target** section. By default, Portfolio Manager will select the earliest 12 months of energy/water data as the baseline period. Click **Set Baselines or Target** to change the baseline or target.




Reno City Hall

1 East 1st Street, Reno, NV 89501 | [Map It](#)

Portfolio Manager Property ID: 9613495

Year Built: 1963

[Edit](#)



Not eligible to apply for
ENERGY STAR Certification

Weather Normalized
Source EUI (kBtu/ft²)

Why not
score?

Current: [N/A](#)

Baseline: [N/A](#)

Summary

Details

Energy

Water

Waste & Materials

Goals

Design


Energy Performance
(kBtu/ft²)


Energy Use Intensity


Source EUI


Site EUI


Generate & Download
Performance Documents for
this Property

 [Statement of Energy Performance \(SEP\)](#)

 [ENERGY STAR Scorecard](#)

 [Progress & Goals Report](#)

 [Data Verification Checklist](#)

 [Water Scorecard](#)

Total Project Investment

\$0.00

Total Estimated Savings

\$0.00

Metrics Comparison for Your Property & Your Target

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Target*	Median Property*
ENERGY STAR score(1-100)	Not Available	Not Available	Not Set	Not Available
Source EUI(kBtu/ft²)	Not Available	Not Available	Not Set	Not Available
Site EUI(kBtu/ft²)	Not Available	Not Available	Not Set	Not Available
Source Energy Use(kBtu)	Not Available	Not Available	Not Set	Not Available
Site Energy Use(kBtu)	Not Available	Not Available	Not Set	Not Available
Energy Cost(\$)	Not Available	Not Available	Not Set	Not Available
Total GHG Emissions(Metric Tons CO2e)	Not Available	Not Available	Not Set	Not Available

* To compute the metrics at the target and median levels of performance, we will use the fuel mix associated with your property's current energy use.

Baselines & Targets

	Baselines	Target
Energy	Not Available	Not Set
Water	Not Available	Not Available
Waste/Materials	Not Available	Not Available

[Set Baselines or Target](#)

20

- 5.2 Set the baseline by selecting the billing period from the dropdown menu next to the **Select Baseline:** field. It is recommended that the baseline period is manually specified rather than selecting **Let Portfolio Manager automatically set my baselines**.

Baselines

Energy Baseline: ☒ Select a baseline: 12/31/2009

Baseline dates are only available for periods of 12 full months of [energy consumption information entered in your meters](#).

☐ Let Portfolio Manager automatically set my baselines

Water Baseline: You must have at least one water meter to select water baselines. After you [add a meter](#), don't forget to [associate your meter](#) as well.

Selecting Baselines

A **baseline** is made up of 12 full calendar months of property use information (# workers, hours of operation), as well as energy or water consumption. It is defined by selecting the last month in the year time frame. Portfolio Manager can automatically determine your baseline by calculating the earliest eligible baseline date.

- 5.3 Set the target by selecting **Target % Better than Baseline** from the dropdown menu for the **Target Metric** field. Input "20" into the **Target Value** field to aim for a 20 percent savings. Click **Save & Calculate Other Metrics** to save your selection and refresh the data in the table.

The information displayed in the table below is very useful for seeing where the performance of your property started (**Baseline**), where it is currently (**Current**), and the performance goal for 2020 (**Target**). The table also displays the energy use metrics for a median property (i.e. typical building of the same space-use, location, and space-attributes) as a point of reference.

Click **Save Baselines & Target** to finish.

Target

Target Metric: Target % Better than Baseline

Target Value: 20 % (whole numbers)

Save & Calculate Other Metrics

Select "Calculate Other Metrics" to refresh the table after making changes to "Target Metric" and "Target Value"

Metric	Baseline (Dec 2009)	Current (Jun 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	93	96	97	50
Source EUI (kBtu/ft²)	92.8	79.2	74.2	187.1
Site EUI (kBtu/ft²)	29.9	26	23.9	61.4
Source Energy Use (kBtu)	1332809.1	1137514.6	1066105.6	2688252.8
Site Energy Use (kBtu)	430208.5	374074.6	343395.2	882195.2
Energy Cost (\$)	15701.805080000002	15790.67112	12561.444064000001	37239.7713291408
Total GHG Emissions (MtCO2e)	75.2	64.3	60.16	151.641262

About Design Targets

On this page you can set a target for your property to track its progress after it has become operational. If your property is still in the design stage, you can use the design features to [set design targets](#).

If you are seeing "Not Available"...

The Current and Baseline metrics (in the chart to the left) require 12 full months of energy consumption and property use information. The Target metrics may also require 12 months of data. Therefore, if you are seeing "Not Available", then there is not enough information available to calculate these metrics. Update your [meters](#) and/or [property use information](#).

Save Baselines & Target [Cancel](#)

6. Reporting: Sending a Benchmarking Submission

It is easy to see trends and track improvement for your entire portfolio of buildings using a variety of graphs and reports generated by Portfolio Manager. Follow these steps to view reports about your properties and to assess progress.

- 6.1 Run a data quality check. Click on the **Summary** tab for your property. Under **Check for Possible Data Errors**, click the **Check for Possible Errors** button. Run the check for the year of interest. The data checker will identify any potential problems in the data you entered.

A common first-time error is “Less than 12 Full Calendar Months of Bills.” Revisit the identified meter and make sure all of the past year is covered, with no gaps. For other common errors, you can check the Portfolio Manager FAQ at <https://portfoliomanager.energystar.gov/pm/help>.

You can re-run the checker once you have made any necessary corrections. Once you are satisfied that you have addressed any errors, proceed to the next step.

Data Quality Checker for [Reno City Hall](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending:

About Timeframes

The Data Quality Checker needs one full calendar year of **Property Use Details** and **meter** information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

[Cancel](#)

- 6.2 Enter any contextual information about your building's energy performance. Click on the **Details** tab and scroll down to **Property Notes**. You should enter here any relevant contextual information about your building that you want to be included when energy metrics are publicly disclosed.

You also record here if:

- a) You used any default energy values;
- b) You estimated floor area or a property use detail;
- c) If you chose to use self-metered energy data instead of utility-provided data, and what the difference is;
- d) Reporting was completed by a tenant who leases the whole building.

Click **Save Notes** when you're done.

Property Notes

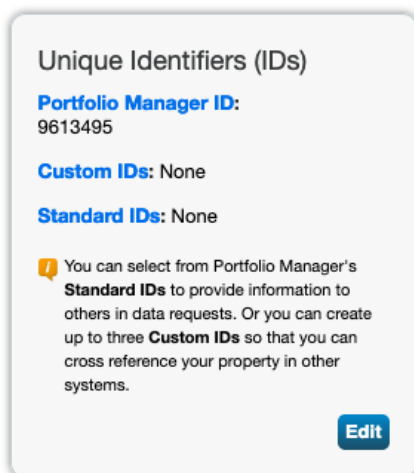
Use the following area to keep notes on your property.



You have 1000 characters remaining for your notes.

Save Notes

- 6.3** Also in the **Details** tab, add your Reno Building ID Number to the Unique Identifiers box by clicking on **Edit**. This identifier helps ensure that your energy and water report is attributed to the right building during compliance checks.




Unique Identifiers (IDs)

Portfolio Manager ID:
9613495

Custom IDs: None

Standard IDs: None

 You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

Edit

Under **Standard IDs**, select Reno Building ID. Enter your eight-digit Reno Building ID and click **Save**. Reno's Building ID's are the building's Assessor's Parcel Number (APN), which can be located at the Washoe County Assessor's Office Real Property Assessment Data Website:

<https://www.washoecounty.us/assessor/cama/index.php>

Real Property Assessment Data

Omit Closed Parcels ☐

Search By
All ☒
APN ☐
Owner ☐
Address ☐
NBC ☐

Parcel Map
Map Index
WRMS
Flood Plain
TAX

011-062-20
+
Print

WASHOE COUNTY ASSESSOR PROPERTY DATA				4/13/2020	
Owner Information			Building Information		
APN	011-062-20	Card 1 of 1	Bld #1 Situs	1 E 1ST ST	Property Name
Situs 1	1 E 1ST ST RENO NV 89501	Bld # 1	Quality	C25 Commercial 2.5 (Above Average)	Building Type Office Building
Owner 1	RENO CITY OF		Stories	15	2nd Occupancy BASEMENT FINISHED - COMMERCIAL
Mail Address	C/O PROPERTY MANAGEMENT PO BOX 1900 RENO NV 89505		Year Built	1963	WAY 1974
Parcel Info & Legal Description			Bedrooms	0	Square Feet 135887
Keyline Desc	RENO TOWNSITE LT 1, 2 & FRAC LT 3 BLK W		Full Baths	0	Finished Bsmt 13860
Subdivision	RENO TOWNSITE		Half Baths	0	Unfin Bsmt 0
	Section	Township 19	Fixtures	0	Basement Type FINISHED - COMMERCIAL
Record of Survey Map	Parcel Map#	Sub Map# 94	Fireplaces	0	Gar Conv Sq Feet 0
	Special Property Code	020	Heat Type	HOT/CHILL WATER	Total Garage Area 0

6.4 Report your data to the City of Reno. Visit

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/4c87e215-db8b-4325-b3e4-68bc189713bf> and you will be taken to the Respond to Data Request page in Portfolio Manager.

Under Your Response, select from the drop-down menu which properties to include in the response. Click Generate Response Preview.

Respond to Data Request: Data Request:Data Request

from City Staff (City of Reno)

About this Data Request

Data Requested By: City Staff

For help, contact: City Staff at reenergize@reno.gov or 7753342067

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

About Your Response

Who is this data being submitted on behalf of?

- ☒ myself
☐ someone else

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Your Response

Select Information to Include:

Timeframe: *



If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: *



The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

[Generate Response Preview](#) [Cancel](#)

Data Quality Note: If the data or account has any issues an alert message will pop up on the next page. Please click "read more" to fix the issue before sending or contact reenergize@reno.gov or (775) 334-2067 if you are not able to resolve the issue.







If there are no data quality alerts, scroll down to Templates & Reports and find the item that says, "Data Request (Request from City Staff)". Select "Send Response" from the Action drop-down list next to the report name.

Charts & Graphs














How much do I spend on indoor water for my properties, on a per square foot basis?

ENERGY STAR Performance Documents

-  [Statement of Energy Performance \(SEP\)](#)
-  [Statement of Energy Design Intent \(SED\)](#)
-  [Data Verification Checklist](#)
-  [Progress & Goals Report](#)
-  [ENERGY STAR Scorecard](#)
-  [Water Scorecard](#)

My Custom Reports
ENERGY STAR Reports
Create a New Template

 Your new response preview(s) has been generated.

Name	Status	Action
 Data Request:Data Request (Request from City Staff)	 Response Preview Generated: 3/03/2020 2:48 PM	<div style="border: 1px solid #ccc; padding: 2px;"> <input checked="" type="checkbox"/> I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response </div>
 Athens Municipal	Generated: 2/12/2020 4:30 PM	
 Athens Energy Use	Generated: 2/12/2020 4:27 PM	
 Solar Analysis 2019	Generated: 11/15/2019 11:09 AM	I want to...
 solar	Generated: 11/14/2019 9:58 AM	I want to...
 solar rooftop	Generated: 11/14/2019 9:57 AM	I want to...
 ▶ Rooftop assessment (1 associated data requests)	Generated: 11/14/2019 9:54 AM	I want to...
 Atlanta 2015 Transparency Report (Request from Megan O'Neil)	Closed: 6/26/2015 4:32 PM	I want to...
 Data Request:Rooftop assessment (Request from Samantha McDonald)	No Response Preview Generated	I want to...

First Previous Page 1 of 1 Next Last 10

Electronically sign your report by entering your login information and clicking E-Sign Response. Once your information is confirmed, click Send Data. You will receive a confirmation email informing you that your data has been submitted to the City of Reno.

Confirm Response to Data Request from City Staff (City of Reno)

By clicking Send Data, you will release data to City Staff (City of Reno). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

- ☒ Excel
☐ XML

3 E-Sign your Data Response, then "Send Data"

☐ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City Staff with City of Reno.

Your username: *

Your password: *

E-Sign Response

Send Data

[Cancel](#)

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

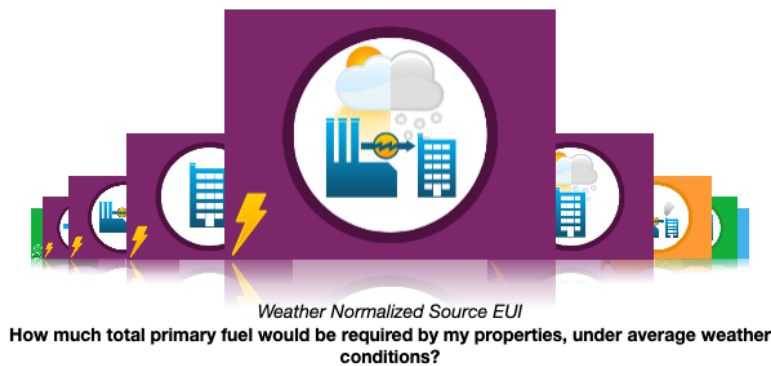
[THIS COMPLETES THE REPORTING REQUIREMENTS – CONGRATULATIONS!](#)

7. Engaging Your Reporting Data: View Results and Track Progress

It is easy to see trends and track improvement for your entire portfolio of buildings using a variety of graphs and reports generated by Portfolio Manager. Follow these steps to view reports about your properties and to assess progress.

- 7.1** Click the **Reporting tab** to view graphs and reports for a property or portfolio and click on the **Charts & Graphs** options to instantly see colorful graphs of how your portfolio or group of properties is performing. You can print graphs or download the images to incorporate into a presentation or document.

Charts & Graphs

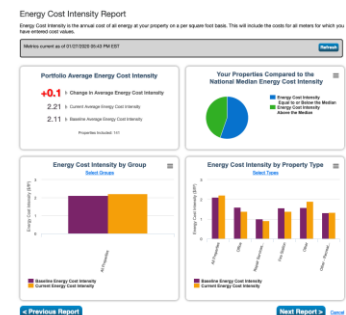


ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

- 7.2** The following metrics are displayed on the **Charts & Graphs Page** of the **Reporting Tab**:

- ENERGY STAR ENERGY STAR Score
- Source EUI
- Site EUI
- Weather Normalized Source EUI
- Total GHG Emissions Intensity
- Energy Cost Intensity
- Indoor Water Use Intensity
- Indoor Water Cost Intensity



The **Charts & Graphs** page for each of these metrics contains the following graphics:

- Average Baseline Period Metric, Average Current Period Metric, and Change in Average Metric
- Eligibility for ENERGY STAR or Comparison to National Median
- Metric by Group
- Metric by Property Type

7.3 At the bottom of the **Charts & Graphs** page for each metric, there is a **Raw Data for these Charts & Graphs** section. The following tables are available for each metric:

- Averages by group
- Averages by property type
- Averages by state
- Complete reference table

Raw Data for these Charts & Graphs

▶ Energy Cost Intensity Averages by Group
▶ Energy Cost Intensity Averages by Property Type
▶ Energy Cost Intensity Averages by State/Province
▶ Complete Reference Table

7.4 Click the **Previous Report** or **Next Report** to see other pre-defined Charts & Graphs.

7.5 Return to the **Reporting Page** by clicking the **Reporting Tab**. There are pre-defined report templates under the **Templates & Reports** section. A template is the framework for a report. A report must be generated from the template before you can view metrics about your properties.










- Each report template has an icon to the left of the **Name** field that indicates the type of report. The pre-defined reports have an icon that looks like a spreadsheet. Custom report templates have an arrow superimposed on the icon for the pre-defined reports, such as the icon shown for the **Utility Summary** report below.
- The **Status** for each report is displayed to the right of the **Name** field. The status for the template displays the time at which the last **Action** for that template was performed.
- The **Action** field for each template is drop-down list showing available actions. If no report has been previously generated, then the only available action is to **Generate New Report**. Once a report has been generated from the template, then additional actions will appear in the **Action** menu.


Select **Generate New Report** for the **Energy Performance** template.

My Custom Reports

ENERGY STAR Reports

Create a New Template

⚡	Name	Status	Action
	Energy Performance	Last Modified: 1/27/2020 10:57 AM	<div> <div>✓ I want to...</div> <div>Generate New Report</div> </div>
	ENERGY STAR Certification Status	Last Modified: 1/27/2020 10:10 AM	I want to...
	Emissions Performance	Last Modified: 1/26/2020 12:01 PM	I want to...
	Water Performance	Last Modified: 1/24/2020 11:36 AM	I want to...
	Waste Performance	Last Modified: 1/24/2020 10:22 AM	I want to...
	Fuel Performance	Last Modified: 1/21/2020 7:49 AM	I want to...
	Partner of the Year Report	Last Modified: 1/20/2020 4:27 AM	I want to...
	Sustainable Buildings Checklist Report	Last Modified: 1/14/2020 10:33 AM	I want to...
	Performance Highlights	Generated: 11/14/2019 9:48 AM	I want to...

 Generated reports will only be available for 90 days. After that time you just need to "generate" a new report to populate your template with data.

7.6 The next step in generating a report from the **Energy Performance** template is to define the details of the metrics displayed in the report.

- Timeframe: The timeframe specifies the desired performance period and the performance period against which to compare. **Current Year** provides a report for the most recent 12 months.
- Property to Include: These are the properties that will be included in your report. If **One Property** is selected, then another dropdown menu will appear with a list of your properties from which the desired property can be selected. If **All Properties** are selected, then a report will be generated for all properties in your portfolio. If **Multiple Properties** are selected, then a **Select Properties** button will appear that links to a checklist to select desired properties.
- Review Included Metrics: This section displays a table of metrics that will be included in the report. Hover over the blue items for additional information. These metrics cannot be changed in a predefined template, but a new custom template can be created on the **Reporting** page if desired.

Select **Compare Baseline Year** for the timeframe. Select **All Properties** for Selected Properties. Then, click **Generate Spreadsheet**.


Create Energy Performance

In order to generate the spreadsheet, you will need to first select the timeframe of information to include as well as the properties from your account that you would like to see in the spreadsheet. Once you have done this, you will be able to generate your spreadsheet.

1 Select Timeframe

Timeframe: * for:

with period ending

 Each property must have 12 full months of data for metrics to be calculated. If metrics cannot be calculated, "N/A" will be displayed in your report. Pick the **last day** of the 12 month period that you want.

2 Select Properties

Properties:

3 Review Included Metrics

Metric Category	Metric Name
Property ID Numbers	Portfolio Manager Property ID
Property Information	Property Name
Property ID Numbers	Portfolio Manager Parent Property ID
Property Information	Parent Property Name
Property Information	City
Property Information	State/Province
Property Information	Postal Code
Property Information	Property GFA - Calculated (Buildings)
Energy Performance Metrics	Site EUI
Energy Performance Metrics	Source EUI

[Generate Spreadsheet](#) [Cancel](#)

Making Changes

Once you select the timeframe and properties, they will be saved for the report. If you want to generate the report with a different timeframe or properties, you will need to come back here to make edits.

Need to Change the Metrics?

Metrics in this template were selected by EPA to help you understand key aspects of your performance. If you'd like to make your own report with different metrics, you can [create a new template](#).







- 7.7** A notification will appear on the **Reporting Page** and the **Status** column of the report will change to Generated. From the **Action** menu, select **View Current Report**. The Energy Performance Report will be displayed for all of your properties. This report can also be downloaded as a spreadsheet by clicking the **Download Report** button in the **Action** menu.

Charts & Graphs














How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

-  [Statement of Energy Performance \(SEP\)](#)
-  [Statement of Energy Design Intent \(SEDI\)](#)
-  [Data Verification Checklist](#)
-  [Progress & Goals Report](#)
-  [ENERGY STAR Scorecard](#)
-  [Water Scorecard](#)

My Custom Reports
ENERGY STAR Reports
Create a New Template

 Your new report(s) has been generated

Name	Status	Action
 Energy Performance	 Generated: 1/27/2020 6:14 PM	<div style="border: 1px solid #ccc; padding: 2px;"> ✓ I want to... View Current Report Download Current Report in Excel Download Current Report in XML Generate New Report Select Properties and Timeframes </div>
 ENERGY STAR Certification Status	Last Modified: 1/27/2020 10:10 AM	
 Emissions Performance	Last Modified: 1/26/2020 12:01 PM	
 Water Performance	Last Modified: 1/24/2020 11:36 AM	I want to... ▼
 Waste Performance	Last Modified: 1/24/2020 10:22 AM	I want to... ▼
 Fuel Performance	Last Modified: 1/21/2020 7:49 AM	I want to... ▼
 Partner of the Year Report	Last Modified: 1/20/2020 4:27 AM	I want to... ▼
 Sustainable Buildings Checklist Report	Last Modified: 1/14/2020 10:33 AM	I want to... ▼
 Performance Highlights	Generated: 11/14/2019 9:48 AM	I want to... ▼

8. Frequently Asked Questions

General Questions

When does this ordinance affect me?

Commercial buildings that are 100,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2020, commercial buildings that are 50,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2021, and commercial buildings that are 30,000 square feet or greater in gross square footage will need to report energy consumption by April 1st, 2022. The City has developed educational forms to simplify this process for building owners, and there are several training resources available. Performance reporting requirements, targets, and exceptions can be found in [Chapter 14.30](#) of the Reno Administrative Code.

How will it affect my building operations?

The ordinance will bring opportunities for performance improvement to the attention of the building owner and managers. The building owners and managers that take advantage of these opportunities can expect to see an improvement in building energy performance that will reduce energy costs to the building owner and tenants. A number of incentives exist to help individuals take advantage of these opportunities. Contact reenergize@reno.gov or (775) 334-2067 for more information.

How will my portfolio be affected?

Building owners will be able to take advantage of ENERGY STAR Portfolio Manager to quickly identify and track parts of portfolios that are struggling with energy performance, to compare building performance from year-to-year, and to benchmark buildings against the rest of the nation, controlling for operations and weather. Many may also discover that parts of portfolios are eligible for recognition and certifications, like ENERGY STAR. The impact on the portfolio will ultimately be determined by the opportunities for increased energy efficiency that each building owner chooses to pursue.

How much time will it take to benchmark a building?

The time varies based on an individual's familiarity with ENERGY STAR Portfolio Manager and having energy and water data on hand. There are two main methods of benchmarking using the software: manual or automatic upload.

What kind of effort is required to send a benchmarking submission?

Reporting a benchmarking submission is a two-click process. Owners will click a link provided by the City, then click "Submit Data", and ENERGY STAR Portfolio Manager will auto-populate the submission and send the subset of non-financial data required for benchmarking compliance to the City.

Is there a penalty for non-compliance?

If ordinance requirements are not met, the City will issue a written warning for the first violation. If updated information is not provided within 30 days of the issuance of the initial warning, a fine will be imposed. For each subsequent violation, the fine will increase.

Special Issues

Which property uses should I select to represent my building?

Portfolio Manager has approximately 80 different property use categories. You should accurately represent all uses that are found within your building. A list of property types, definitions, and use details is available at:

<https://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details>

How is parking reported? How do I report standalone parking garages?

When parking is part of a building, it does not count towards gross floor area, since Portfolio Manager focuses on the energy use of the actual building interior. For example, if you have a building with 100,000 square feet of office space and 20,000 square feet of parking, you should enter a gross floor area of 100,000 square feet into Portfolio Manager. You may be prompted to enter information on parking area, but it will not count towards your gross floor area. We recommend reading the ENERGY STAR guidance here: <https://www.energystar.gov/buildings/tools-and-resources/energy-star-score-parking>

(If you are submetering your parking areas and able to exclude their energy use, you may do so in your reporting.) *Standalone parking garages:* If you are reporting a standalone parking garage, EPA recommends that you select the “Other” building type when creating the building. Do not check off “My building’s energy use includes parking areas.” Instead, just enter the total area of the garage (i.e., including parking) as the area of the building. This will prevent any error messages from coming up as you continue.

What if I don’t use the data available from my utility?

If whole building data is available from a utility, you must use either the utility data or use actual, whole building data from your own source (such as data obtained from all tenants or from a building management system). Use of defaults or extrapolation is not permitted. If you choose to use whole building data from your source, i.e. foregoing utility-provided data, the reason and an explanation of the difference must be noted in the “Property Notes” section.

How do I determine the gross floor area for a building or for a property use within the building?

Many building owners will have information on gross floor area from leasing, sale, or other transactional documents. Other buildings will have plans that can provide dimensions for the building and/or individual property uses. In conjunction, the gross floor area of common spaces and commercial condos can be estimated from building plans or measured; the City may also offer additional guidance, as needed, on measuring or estimating floor space. The calculation of gross floor area is a one-time step, necessary only in the first year of reporting. Any estimation of floor area must be noted in “Property Notes.”

What if my building isn’t fully occupied?

Report the percentage of the building that is occupied when you first create the building within Portfolio Manager. For office buildings with 10 percent or higher vacancy, see EPA’s guidance here: <https://portfoliomanager.zendesk.com/hc/en-us/articles/211026358-How-do-I-account-for-vacant-space-in-my-Office->.

Are there any energy uses that are not part of my building’s energy use?

Systems or subsystems that meet the following criteria:

1. Owned by tenants, condominium owners, cooperative share owners,
2. The owners have the full maintenance responsibility,
3. The system(s) are within these owners’ leased/owned space, and
4. The owners pay all the energy bills as metered or sub-metered

What if I have multiple buildings on one lot, or multiple buildings that share meters?

Some parcels in Reno have multiple buildings on them; other owners may have buildings in close proximity that share meters or systems. The metering set up will help you determine how to report these buildings:

All the energy sources and water are separately metered by building. Each building needs to be reported as a separate building.

One or more energy sources or water is not separately metered by building. For each type of energy or water use where this is the case, you need to apportion by square footage, as long as the uses of the buildings are generally similar and the vacancy rates of the buildings are generally similar. If these conditions are met, then apportion any shared usage by the square footage of the buildings and mark the data as an “Estimation” when you enter the values into Portfolio Manager.

It isn’t appropriate to apportion shared energy or water use. If the buildings don’t meet the criteria for apportionment, report them in Portfolio Manager as a multi-building property. Or, if they’re on one lot and have similar uses, report them as a single building in Portfolio Manager. City staff can assist in this determination – email reenergize@reno.gov.

What if there is split ownership of the building?

The primary owner listed in the records of the Washoe County Assessor Property Data (<https://www.washoecounty.us/assessor/cama/index.php>) is responsible for compliance with all aspects of the ordinance.

What is Source EUI? What is an ENERGY STAR score? How are they calculated?

Energy use intensity (EUI) is the building’s energy use per square foot. Portfolio Manager typically shows a building’s Source EUI, which is a complete assessment of the fuel required for operating the building, accounting for any losses during the conversion of fuel to electricity and electric transmission and distribution. When you see Weather Normalized Source EUI, this is an estimate of what the Source EUI would have been in a year with “normal” weather conditions. For example, in a very hot year, Portfolio Manager might estimate your Weather Normalized Source EUI to be lower than your actual Source EUI.

ENERGY STAR score, or rating, is a percentile score, on a scale of 1-100, comparing your building’s energy performance with that of similar buildings in the U.S. The score normalizes for climate, weather, building size, number of employees, and other operational factors. A score close to 100 indicates a very high-performing building.

What if my building doesn’t receive an ENERGY STAR score?

Only some building types will receive an ENERGY STAR score, due to limitations in the national comparative dataset. Thus, many buildings will submit their energy reports to the City without an ENERGY STAR score.

How are data centers reported in Portfolio Manager?

Portfolio Manager defines a data center as a space “specifically designed and equipped to meet the needs of high density computing equipment such as server racks.” You can add a data center as a property use type. To receive an ENERGY STAR score for a data center, energy use must be measured at the output of the uninterruptible power supply. Data center energy use is reported as separate value in your energy and water report, so the data center does not affect your building’s energy use intensity.

Can I use data from an energy or building management system?

Yes, if the system provides accurate whole-building data. Many such EMS or BMS can upload energy and water data directly into Portfolio Manager. As discussed in Step 7, you must note in “Property Notes” if you do not use utility-provided data, and an explanation of any difference.

What if I generate electricity through on-site generation like solar panels?

You can enter this into Portfolio Manager when setting up your meters. Obtain data from your installer on the energy used, any energy exported out to the grid, and about any renewable energy certificates generated. If you report your renewable energy generation and use accurately, it will be reflected in your building's greenhouse gas emissions.

What if the building is under construction or newly built?

A newly constructed building built under the currently adopted International Energy Conservation Code, if it is covered by this ordinance, is required to report its energy use for the first full calendar year after receiving a Certificate of Occupancy.

What if I purchased the building in the past year?

Buildings that have transferred ownership are exempt from reporting requirements during the calendar year for which benchmarking is required, at the discretion of the city manager or an appointed code compliance officer.

9. Additional Resources

Do you have additional questions that were not answered by this guide? For general questions or questions related to the ordinance and its requirements, please email reenergize@reno.gov or call (775) 334-2067. For technical questions about Portfolio Manager, please consult the Portfolio Manager [Frequent Questions](#) page. The Portfolio Manager Knowledge Base continues to be updated, expanded, and refined as additional questions arise and software issues become apparent.